



New Jersey Department of Children and Families Policy Manual

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Travel Arrangements

The Child 6-12-91

Visits, vacations, off-grounds school, trips for specialized treatment, etc., are essential parts of most residential placements. The child may be transported by various methods to and from the residential facility. It is the Worker's responsibility to coordinate visits, vacations and transportation for the child.

When a child under CP&P supervision uses public transportation, it is the Worker's responsibility to ensure that transportation arrangements are appropriate, coordinating the plans with the parent or caregiver, residential facility or others.

For routine arrangements, such as public transportation to school, the Worker may give approval for as long as necessary. For other situations, such as home visits, the facility, parent or caregiver must notify the Worker of the planned trip.

See [CP&P-IX-F-1-700](#) for travel by air or Amtrak rail.

A child is presumed mature enough to travel alone when he has demonstrated the ability to do all of the following:

- identify himself and his destination;
- exercise good judgment, and
- control his behavior.

When traveling alone, the child should have a telephone number to call if he is delayed reaching his destination and money to make the phone call. He should also have money for a meal or snack, when applicable.

Parents 6-12-91

Parents/guardians, with prior approval of the Local Office Manager, may be reimbursed for travel expenses when transporting their child to and from a residential school or treatment center or when visiting the child in such an institution provided that:

- the child is under CP&P supervision;
 - the institution to/from which the child is transported or at which the child is visited, is a CP&P approved placement located outside the community where the family resides;
 - the transportation cost is shown to cause a financial hardship for the family;
 - the Local Office Manager's approval is documented in writing, in the case record;
 - advanced notice, as required in [CP&P-IX-F-1-700](#), is provided to CP&P, whenever possible, for travel by air or Amtrak rail, to enable the least expensive arrangements to be made through State Travel Services; and
1. the transportation or visitation is an activity which helps parents/guardians to assume an appropriate role with the child, and is consistent with the case plan and permanency planning.

The cost of public transportation may be reimbursed or CP&P may reimburse the parent for the cost of transportation at the current approved per mile rate. Whenever the parents/guardians have a choice of public transportation or a private car, the least expensive transportation is all that will be reimbursed. The Worker advises the parents/guardians of this fact in advance of the planned trip.

Financial Hardship Criteria 8-30-93

The capacity of parents/guardians to support is used by the Worker to determine hardship. See [CP&P-IX-F-1-225](#). Possible determinations are as follows:

- Reimbursement is warranted if the family has no capacity to support.
- Reimbursement is warranted if the family is supporting, but the capacity to support equals or is less than \$50 per month.
- Reimbursement is not allowable if the family is supporting and the capacity to support is significantly above the cost of placement.
- Reimbursement is not allowable if the family has capacity to support but is not contributing.

Methods of Payment 6-12-91

Reimbursement of the cost of a parent's transportation by other than air or Amtrak rail may be made directly to the parent or the vendor. Both methods require the completion of a CP&P Form [16-76](#), Special Approval Request and a CP&P Form [K-100](#), Client Service Invoice. Describe an auto trip on the CP&P Form [K-100](#) by giving the date, beginning location and destination, distance from and to, and total miles X the current per mile rate. (See [CP&P-IX-F-1-700](#)). Describe a trip on public transportation on the CP&P Form [K-100](#) by giving the date, beginning location and destination, and cost of ticket(s).

When the reimbursement method of payment is not acceptable to the parent or vendor, only then may a check be issued to the parent from the Local Office Bank Account. See [CP&P-IX-F-1-300](#).

Procedures Related to Reimbursing Parents for Travel Expenses 6-12-91

RESPONSIBILITY	ACTION REQUIRED
Worker and Local Office Manager Designee	1. Evaluate parents' financial situation to determine if Supervisor reimbursement is warranted.
	2. Complete CP&P Form 16-76 .
	3. Approve or deny each request for travel reimbursement.
Parent	4. Transport child or travel to visit child.
Worker	5. Complete CP&P Form K-100 , Client Service Invoice, after the service is rendered.
Parent	6. Sign the CP&P Form K-100 , Client Service Invoice.
Worker	7. Attach copy of signed CP&P Form 16-76 to CP&P Form K-100 and submit to Local Office Manager or designee.
Local Office Manager/Designee	8. Review and approve CP&P Form K-100 , Client Service Invoice, with attached CP&P Form 16-76 , Special Approval Request.
Clerk	9. Batch and forward the approved CP&P Forms K-100 and 16-76 to the DCF Office of Accounting.
Office of Accounting	10. Process CP&P Form K-100 and send to Department of Treasury for payment.

Procedures Related to Reimbursing Vendors (Other than Air or Amtrak Rail)
6-12-91

RESPONSIBILITY	ACTION REQUIRED
Worker and Supervisor	1. Evaluate parents' financial situation to determine if reimbursement is warranted.
	2. Complete CP&P Form 16-76 , Special Approval Request.
Local Office Manager	3. Approve or deny request for travel reimbursement.
Parent	4. Transport child or travel to visit child.
Vendor	5. Submit bill to Local Office for cost of parent's transportation.
Clerk	6. Initiate CP&P Form K-100 , Client Service Invoice, based on vendor's bill. Send form to parent.
Parent	7. Complete CP&P Form K-100 indicating the vendor's name and address. Send to vendor.
Vendor	8. Sign CP&P Form K-100 and return to Local Office.
Worker/Clerk	9. Attach Special Approval Request, CP&P Form 16-76 , to the CP&P Form K-100 and submit to Local Office Manager for signature.
Local Office/Manager Designee	10. Review and approve the CP&P Form K-100 , Client Service Invoice.
Clerk/Office of Accounting	11. Batch signed forms with bill from vendor and forward all to the DCF Office of Accounting.
	12. Process forms to Department of Treasury for payment.

Note: See [CP&P-IX-F-1-700](#) for air or Amtrak rail travel and for emergency travel provisions.

Contact with Funding Agencies

School District 8-30-93

Local school districts acknowledge and approve tuition payments for children placed in eligible private residential schools for one year at a time via NJDE Form 417, Application for Approval of Placement of a Handicapped Pupil. Each local school district

establishes a written contract with each eligible private school for each pupil it approves to attend. The Worker requests that the school district notify him of any changes in the Individual Educational Plan (IEP) or funding arrangement for a child also funded by CP&P.

The Worker, in turn, informs the school district of relevant changes in the CP&P case plan or funding arrangement for the child. This exchange of information ensures a mutual awareness of both agencies' plans for the child.

If, during the course of placement, a question arises as to the school district responsible for the child's educational funding, the Worker completes CP&P Form [25-65](#), Department of Education School District Determination.

Medicaid 8-30-93

Several CP&P approved residential programs serve children whose placements may be funded totally or partially through N.J. Medicaid. Medicaid eligibility re-determination is to be completed on all Code 60 Medicaid eligible children every 6 months after the initial eligibility determination or when a change in the child's circumstances requires a review.

See [CP&P-V-A-2-200](#) for Medicaid policies and procedures.